

# **West Calcasieu Airport Managing Board Meeting Minutes**

December 1, 2020

## **I. Call to order**

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:30 p.m. on December 1, 2020, at the offices of Southland Executive Airport, 7000 Southland Field Road, Sulphur, Louisiana.

## **II. Invocation**

Wilmer Dugas led the invocation.

## **III. Pledge of Allegiance**

Pledge led by John Wells and recited by all board members and guests.

## **IV. Roll call**

The following persons were present:

- ✓ Chairman Dalton Langford
- ✓ Wilmer Dugas
- ✓ Don Chamblee
- ✓ Missy Amidon
- ✓ Tommy Little
- ✓ John Wells

(Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Chuck Stutes, Darla Perry, Sheila Burton and Cathy Hoffpauir.)

## **V. Approval of minutes of the November 3, 2020 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the November 3, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the November 3, 2020 regular monthly meeting, 2nd by Tommy Little. No opposition. Motion carried.

## **VI. Additions/Deletions to the Agenda**

Chairman Dalton Langford entertained a motion to add to the agenda discuss and take action on an RFP for a grant administrator. Tommy Little made a motion to add to the agenda discuss and take action on an RFP for a grant administrator, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

Chairman Dalton Langford entertained a motion to add to the agenda discuss and take action to advertise an RFP to lease airport property upon the expiration of the First Flight lease ending December 5, 2020. Tommy Little made a motion to add to the agenda discuss and take action to advertise an RFP to lease airport property upon the expiration of the First Flight lease ending December 5, 2020, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried. There was a brief discussion regarding the First Flight lease expiring December 5, 2020.

### **VI(a). Discuss and take action to advertise an RFP to lease airport property upon the expiration of the First Flight lease ending December 5, 2020**

Darla Perry told the Board that upon expiration of the First Flight lease, she and Airport Director Tim LaFleur will advertise an RFP for the lease of airport property and will email it to the board members for any additions/deletions on the proposal and then send it to Attorney Jackson Schrupf for his review.

Tommy Little made a motion to approve advertising an RFP to lease airport property upon the expiration of the First Flight lease ending December 5, 2020, 2<sup>nd</sup> by John Wells. No opposition. Motion carried.

### **VI(b). Discuss and take action on an RFP for a grant administrator**

Darla stated she and Airport Director Tim LaFleur have been working diligently to submit multitudes of documents to FEMA. Darla just received 11 emails stating FEMA will be splitting up all of the damaged areas into 11 separate projects with a list of questions for each. Darla explained FEMA will pay a certain percentage of the grant administrator; therefore, she recommends the Board make a motion to advertise for a Request for Proposal (RFP) to engage a grant administrator. There was a brief discussion regarding hiring a grant administrator. Tommy Little made a motion to advertise for a Request for Proposal (RFP) to engage a grant administrator, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

## **VII. Approval of Contractor for Demolition**

Chairman Langford explained to the Board he, along with Darla Perry, Airport Director Tim LaFleur and Tommy Little met yesterday to discuss the 2 bids received to clean up the airport. Tommy Little stated 10 bids were sent out but only 2 responded due to all of the FEMA requirements. There was a brief discussion on the numerous items FEMA requests bidders to submit on their proposals. Darla stated the 2 contractors that submitted bids were Cotton Commercial USA and PMI. Tommy Little briefly went over the scoring process on choosing the best bid. There was a brief discussion regarding the

details of the bids. Chairman Langford told the Board it is the Committee's recommendation to accept Cotton Commercial USA's bid for the debris demolition and cleanup. Tommy Little made a motion to accept Cotton Commercial USA's bid for the debris demolition and cleanup, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

### **VIII. Finance Report**

Darla Perry gave the financial report for July through October 2020. Budgeted amount of total income was -\$83,000 with depreciation. Net ordinary income amount budgeted was \$16,980 with actual amount being \$4,973. Darla explained fuel sales have been down and leases have been down for First Flight and expenses were added for Hurricane Laura repairs. Darla reported she received a check in the amount of \$500,000 from AIG Insurance Company for an advance towards destruction of airport property. Darla stated they still have not received the insurance company's assessment of airport property damages. There was a brief discussion regarding what FEMA and the insurance company will cover regarding damages.

Darla reported everything was turned in for audit in mid-September after the hurricanes. The audit is due December 31; however, due to the 2 hurricanes, the Legislative Auditor has announced they will probably move the date to January 31, 2021. Darla stated she is not sure whether Steve Derouen will be issuing the annual audit report at the meeting in January or February 2021.

Darla explained to the Board there is a possibility FEMA will require another company to be hired to monitor the demolition contractor. Chairman Langford told the Board they estimate it will cost \$275,000 for the debris cleanup. There was a brief discussion regarding the debris cleanup.

Chairman Langford entertained a motion to accept the Finance Report as presented. Wilmer Dugas made a motion to accept the Finance Report as presented, 2<sup>nd</sup> by John Wells. No opposition. Motion carried.

### **IX. Director's Report**

Airport Director Tim LaFleur recognized board member Tommy Little for being the only board member attending the meeting when the State came out to the airport. Tim reported those also present at the meeting were Senator Johns, Les Farnum, Brad Brandt and his boss from DOTD. Tim stated everyone was amazed at the damage and destruction at the airport caused by the hurricanes. Tim said he expressed his displeasure with the State as they failed to assist the airport in the days following the hurricanes, and the representative for the State agreed with several things Tim said and told him they were looking at improving their efforts. Tim told the Board Mr. Brandt also expressed to him his disappointment with the State's efforts and stated DOTD would get the Airport more money to fortify the new FBO to make it hurricane-proof. Tim stated Senator Johns expressed how much the State will also try to assist the airport. Tim said it sounded promising from their viewpoint as to what they will do for the airport.

Tim told the Board he received the envelope with the insurance check and did not open the envelope. Darla Perry opened the envelope, and Tim deposited the check at the bank.

Tim reported they are still working on the demolition of the bulk hangars and the terminal building. Tim said he will still need to meet with FEMA to do something with the T hangars to get them repaired and back up and running. Three different quotes were given for the roof repairs for the electrical vault building, and McGee was the lowest bid. Tim stated he called McGee to get them to come out and make repairs. There was a brief discussion regarding the repairs for the electrical vault building. Tim said McGee should be able to start repairs next week, depending on availability of materials.

Tim said he received information from Richard Tollefson with FAA, and he's in agreement with everything listed on the CIP. Tim briefly reviewed some of the items on the CIP. There was a brief discussion regarding the hangars and making them identical in size.

Chairman Langford entertained a motion to accept the Director's Report as presented. Wilmer Dugas made a motion to accept the Director's Report as presented, 2nd by Missy Amidon. No opposition. Motion carried.

**X. Engineer's Report**

Chuck Stutes reported ODALS and REILS project is now receiving bids. Bids will be opened on December 17<sup>th</sup> at 2:00 p.m. at the airport. Chuck stated 5 contractors have picked up bids so far. The project is estimated around \$132,000 and is fully funded due to grant money. Chuck stated he thinks they currently have 5 outstanding grants from the State and then 1 on the apron project. Chuck reported the geotech firm came out and did the borings. They are waiting on the report to proceed on the design. Chuck said that is a large Federally-funded project. Chuck briefly discussed the apron project.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. Wilmer Dugas made a motion to accept the Engineer's Report as presented, 2nd by John Wells. No opposition. Motion carried.

**XI. Old Business**

There was no old business to come before the Board.

**XII. New Business**

There was no new business to come before the Board.

**XIII. Public Comments**

There were no public comments.

**XIV. Chairman's Update**

There was no Chairman's Update given at this time.

**XV. Adjourn**

Wilmer Dugas made a motion to adjourn the meeting at 5:10 p.m. No opposition.  
Motion carried.

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Chairman

  
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Acting Secretary